

DUTY STATEMENT

Classification: Executive Assistant	Position No. 1010-1728-005
CBID: R01	Office: Commissioner
Date Prepared: March 6, 2013	Division:
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the direction of the Commissioner, the incumbent performs a variety of administrative, analytical, data gathering, data processing, and secretarial tasks, acting independently and taking appropriate action on matters relating to the overall operation of the office. Other duties emphasize coordinating the activities of the Commissioner and advisors, assisting the Commissioner in resolving sensitive issues and establishing office procedures. Act as liaison with other Commissioners' offices, Executive Office, Commission management, Governor's Office and other State agencies.

WORKING CONDITIONS. Work is performed indoors in an office setting.

DUTIES AND RESPONSIBILITIES:

- 20% Analyze incoming correspondence and direct assignments of a technical nature to appropriate divisions for action, update computer file to show time commitments, products or action required, lead time required, and any interaction. Develop, implement, and maintain computer-based scheduling to assist in prioritizing work and tracking correspondence. Assist in preparing responses for the Commissioner's signature, and independently analyze and prepare final draft responses for incoming correspondence. (E)
- 20% Develop, implement, and maintain an extensive computer-based calendar to schedule meetings, hearings, speaking engagement, press events, and other appointments. Screen all requests that require a time commitment from the Commissioner or his office staff. Research and assemble background information such as requestor, purpose, topics to be discussed, audience, role expected of Commissioner, and other useful background data. Draft appropriate responses for events the Commissioner can or cannot attend. Prepare briefing file and trip agenda for events attended by the Commissioner. (E)
- 15% Make in- and out-of-state travel arrangements for the Commissioner and the advisors, which include hotel and transportation arrangements and preparing trip itineraries. Independently prepare out-of-state travel justifications. Prepare all travel claims in accordance with state guidelines. Develop and maintain a computer-based accurate accounting of all travel advances and travel expense claims submitted, reimbursed and outstanding. (E)

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- 10% Research and analyze background data for all rulemaking proceedings and committee meetings for which the Commissioner is responsible. Develop and maintain briefing binders and working files keeping track of history of major issues with which the Commissioner is involved, and keep track of committee meetings for which the Commissioner is responsible. Review and edit notices and hearing orders for the Commissioner's signature. (E)
- 10% Research, analyze, prepare, review and assemble agenda materials for Commission business meetings, hearings and other proceedings ensuring all necessary back-up materials are provided for each item; obtain necessary information to facilitate the Commissioner's decision-making. This can necessitate telephone and personal contact with utility companies, lobbyists, and other governmental agencies, etc. (E)
- 10% Research and analyze supporting information regarding confidential and sensitive departmental program issues. This involves contacts and discussions with the Chairman's office, other Commissioner's offices, Executive Director, Chief Deputy Director, Deputy Directors, and technical staff within the agency, and contacts with the Legislature, federal and state agency heads. (E)
- 5% Respond to and/or redirect telephone calls and visitors, determine when to refer inquiries to appropriate staff and/or another government agency, and respond to requests for information by members of the public and/or staff on the status of projects. This can necessitate handling high-level contacts with the Legislature and Governor's Office. (E)
- 5% Serve as Administrative liaison and the space and equipment coordinator for the Commissioner's Office which entails researching, selecting, and ordering of new equipment and furniture and the requisitioning of all publications for office use. (E)
- 5% Other duties as required consistent within the guidelines of the class (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="text-align: right;">Date</div>	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="text-align: right;">Date</div>
Executive Assistant	Janea Scott Commissioner